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# Meeting Minutes

WKU Council of Academic Deans

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**MINUTES  
COUNCIL OF ACADEMIC DEANS  
FEBRUARY 18, 1997  
9:00 a.m.**

Members Present: Jacqueline Addington, Michael Binder, Barbara Burch, Michael Dale, Elmer Gray, Martin Houston, Luther Hughes, Robert Jefferson, David Lee, Carl Martray, Phillip Myers, John Petersen and Paul Rice – Guest: Dr. Dan Myers

1. **Minutes of the February 11, 1997, Meeting were distributed.**

2. **Information/Clarification Items:**

**A. Scheduling New Faculty/Department Heads for Interview with Sponsored Programs**

When time permits Dr. Myers in Sponsored Programs would like to meet with prospective faculty and department heads and give them a brief orientation regarding grants and contracts. Within the next year the Vice President would like to see the creation of a brochure with information about grants and contracts.

**B. Capital Project Requests**

Mr. Dale met with each dean to clarify priorities in their capital project requests.

**C. Searches Enhancing Faculty Diversity**

The Vice President is committed to enhancing faculty diversity out of our searches. She is concerned with inviting only one candidate to participate in the interview process. If this occurs, the process will be delayed if explanation doesn't accompany the request. The deans are ultimately responsible for increasing diversity among their faculty.

**D. Weekend College Offerings**

The deans are to let the Vice President know if there is interest within their colleges in possible alternative weekend offerings. If there is an interest, a marketing piece could be created to promote weekend offerings.

**E. Budget Planning Update**

The Vice President updated the Council on budget planning. The Budget Committee will be meeting to discuss faculty salary increases, getting the Coroon Study implemented and the what if 's of reallocation in regard to faculty increases being based on merit or market. There was much discussion on the Coroon Study. The Vice President asked Mr. Dale to draft a letter from the Council addressing potential pay inequities for WKU employees making a lateral move.

**F. Committee Applicants/Recommendations**

- Improving Faculty Evaluation System
- Other

The Vice President asked Dr. Sally Kuhlenschmidt to review the Task Force Report on Faculty Evaluations to develop administrative training and determine ways to improve the evaluation instrument. The Vice President will send a copy of the Task Force Report to Dr. Jefferson and Dr. Rice.

The Vice President asked the deans to recommend faculty to her to serve on the President's Search Committee.

3. Discussion Items:

A. Affirmative Action Proposal (Dr. Dan Myers)

Dr. Myers presented the "almost final" report for the Affirmative Action Proposal. It was suggested to add a category relative to training of Affirmative Action liaisons. Clarification was requested on department head searches. Dr. Myers and Dr. Petersen will meet to discuss and make a recommendation to the Council on appropriate procedures for department head searches. It was recommended to add reference to Affirmative Action in the Faculty Handbook. Dr. Carl Martray made a motion to accept the Affirmative Action Proposal and seconded by Dr. Elmer Gray, with a unanimous vote of the Council.

The Vice President will distribute final report to the Deans with a note to distribute to their faculty.

B. Summer School Planning

The Vice President asked for projections in enrollment for the 1997 summer school from each dean. The budget will be built on instructional costs only with exceptions to be added later. If there are other costs that were budgeted in the academic year that are to be used during summer school, a specific request for carryover approval should first be addressed to the Vice President.

C. Priorities for Academic Affairs 1997-98

The Vice President will e-mail the Council what to do about the operational planning in the college and department levels. There needs to be an agreement on what the core expectations will be for all of Academic Affairs area; there is already a pretty good consensus.

D. SGA Resolutions:      "Posting Syllabi"  
   "Dead Week"

There was much discussion on the availability of syllabi in individual departments. It was acknowledged that it is a SACS requirement that syllabi be made readily available. The Vice President will request through the Academic Council Chair, to meet with the Academic Council regarding the availability of syllabi. The Vice President will prepare the following statement to be sent to SGA:

A copy of the most recent syllabus for every course will be on file in each department's reading file. The syllabus for a specific course will be available by the class' first meeting date.

All deans agreed to the above statement.

Regarding the SGA Resolution "Dead Week", the Vice President will send it to the Faculty Senate Regulations and Requirements Committee for a recommendation.

E. Computers: Faculty Use and Optional Retiree Computers

Dr. Anderson has expressed a concern of the number of Optional Retirees who don't have computers. The Vice President asked the deans to e-mail her if this is an issue of concern.

4. "Happenings"

The Vice President continues to encourage deans to submit items for "Happenings". These are indicators of quality. This helps to encourage others to put their best foot forward.

**5. What's New? What's Happening?**

- Dr. Jefferson distributed a "draft" of CBA's Student Advisor Assessment Form.
- Riley Burnett has been invited to speak during the Kentucky Political Science Conference February 28-March 1. Dr. Jefferson will send a note to deans with specific information.
- Flyers were distributed regarding the Basic Grant Workshop, scheduled for February 26, 27, 28 and The Advanced Grant Workshop, scheduled for March 25, 26 and 27.
- Resources are available to help in the development of Course WEB Sites.
- Reminder that faculty evaluations are due to the Vice President by February 28.

**6. Items for Distribution:**

- A. "Ethical Principles for College and University Teaching" – A Paper
- B. "Preparing Faculty to use Technology in Instruction" – A Paper
- C. "Focus on the Presidency" – A Paper
- D. Information on the Next American Council on Education's Department/Division Chair Workshop
- E. Nomination Forms – Faculty Awards – Deadline February 21

Meeting adjourned.

Respectfully submitted,

*Lois Hall*

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